



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

1300

G-1

JUN 18 2012

POLICY LETTER 05-12

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: PERSONNEL ASSIGNMENT, DISTRIBUTION AND ACCOUNTABILITY
POLICY

Ref: (a) MCO P5000.14C
(b) MOL User's Manual, Chapter 2, UMSR Management

Encl: (1) MOL Reporting Instructions

1. Purpose. To promulgate 2d Marine Aircraft Wing (2d MAW) policy in the assignment and distribution of all Enlisted Marines and Officers assigned to 2d MAW. Additionally, this establishes policy for daily morning reporting and accountability of all 2d MAW personnel.

2. Background. Faced with structure limitations, reductions in our fighting force and our current operational commitments around the globe, 2d MAW must effectively manage its manpower resources. Strict adherence to the policy outlined in the reference and proper coordination and liaison with both Marine Manpower Enlisted Assignments (MMEA) and Manpower Management Officer Assignment (MMOA) are both vitally important in ensuring our manning and staffing goals are achieved and that no fighting hole is left vacant. Reference (a) outlines the policy for the accountability of personnel and requires each Marine Corps command to maintain a current status of its personnel. Accountability of personnel is vitally important to any command and is a leadership responsibility at all levels.

3. Policy

a. Group and Squadron Commanders are not authorized to issue Group/Squadron Special Orders (GSOs/SSOs) to move personnel to and from Marine Command Codes (MCCs). This

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includes the assignment of officers to and from company grade billets between MCCs. These types of transfers are considered Permanent Change of Assignment (PCA) moves and must be requested via naval message or AA Form to the appropriate MMEA/MMOA directorate for approval and issuance of orders.

b. The 2d MAW G-1 will aggressively work with Officer Classification Code (OCC) Field Sponsors, MMEA and MMOA to ensure the proper staffing of the command. The G-1 will also provide administrative support, guidance and direction to all units within 2d MAW. They will maintain overall quality control and ensure the efficient staffing of garrison and deployment battle rosters; while also serving as liaison to Headquarters Marine Corps (HQMC) and II Marine Expeditionary Force (II MEF) for taskers, staffing requirements and shortfalls.

c. Routine reporting will be accomplished via Marine Online (MOL) following the instructions in paragraphs (1) and (2) below. In the event MOL is unavailable, units will contact the G-1 via phone at (252)466-7373 or E-mail to 2MAWCP 2DMAW MANPOWER G-1.

(1) Marines/Sailors assigned to 2d MAW will be accounted for by their platoon/division/section/directorate DAILY via MOL, per references (a) and (b) and enclosure (1) on normal work days.

(2) Group S-1s. Ensure each entity is assigned a unique Platoon Code and the individuals responsible for the administration of that Platoon Code have the requisite permissions in MOL to manage their reporting. Group morning reports will be certified every morning via the MOL USMR application No Later Than (NLT) 0900 each workday.

4. Administration and Logistics. The Assistant Chief of Staff (AC/S), G-1 maintains cognizance over the implementation and enforcement of this policy. Group and Squadron S-1 Offices are responsible for fielding questions generated within their command on the proper use of MOL, permissions and questions concerning access to MOL. Civilian personnel accountability via MOL is encouraged, but not required. MOL will be employed for the accountability of all military personnel on a daily basis. Reference (b) can be accessed at the following location:

[https://tfas.mol.usmc.mil/MOL/content/pub/UsersManual/MOL Chapter 2.pdf](https://tfas.mol.usmc.mil/MOL/content/pub/UsersManual/MOL%20Chapter%202.pdf)

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5. Command and Signal

- a. Command. This policy pertains to all 2d MAW personnel.
- b. Signal. This policy is effective the date signed.



G. M. WALTERS

DISTRIBUTION: A

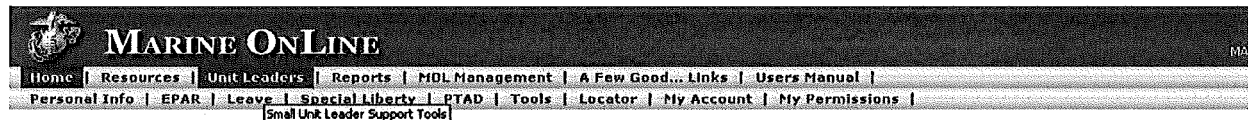
MOL Reporting Instructions

The following instructions are for using the Unit Management Status Report (UMSR) application in Marine-Online (MOL) for daily morning reports.

Step 1 – Log in to MOL

The MOL Home page displays all account access information and notifications.

Step 2 - Select the 'Unit Leaders' tab. This will link to the Small Unit Leader Support Tools page.



Account Access Information

- Last Successful Logon was at 2008-01-14 12:28:49.0
- Last Unsuccessful Logon was at 2007-12-23 14:21:39.0

Informa

Notifications for MAJ REX A. VANBUSKIRK

☐ Collapse List

Read	Date and Time	System	Subject
<input type="checkbox"/>	26 Dec 2007 @ 0741	MOL	CC: Leave Request recalled by: SGT TERRY S. FELTON JR
<input checked="" type="checkbox"/>	21 Dec 2007 @ 1552	MOL	Special Liberty Request on behalf of SGT JAMES W EPPS JR submitted to MAJ REX A. VANBUSKIRK
<input type="checkbox"/>	18 Dec 2007 @ 1503	MOL	CC: Leave Request was approved by: LTCOL MARK E. YAPP on 18 Dec 2007 @ 1503
<input type="checkbox"/>	17 Dec 2007 @ 1157	MOL	INFO: Leave Request by MAJ REX A. VANBUSKIRK submitted to LTCOL MARK E. YAPP

☐ Select all notifications on page

Delete Selected Notifications

Step 3 - Select the 'UMSR' tab as illustrated below



Unit Personnel Status

Small Unit Leader Support Tools

The following options may be available if you have received applicable permissions:

Unit Management Status Report (UMSR)

Modify duty status (i.e. Present for Duty or SIQ).
Change unit membership (i.e. move member to another work section).
Join/Drop members at the command level.

Commander's Messaging (Cmdr's Msg)

Create and send text messages to the members of your organization.

Leave Management (Leave Mgmt)

View, Edit, and Approve leave requests for your organization.

Proficiency/Conduct (Pro/Con)

Create, Review, and Approve Pro Con Recommendations.

Promotion Recommendation (Prom Rec)

View, Edit, and Approve recommendations for promotion (PFC- Sgt).

Special Liberty

Create, View, Edit, and Approve Special Liberty requests for your organization.

Permissive Temporary Additional Duty (PTAD)

Create, View, Edit, and Approve Permissive TAD requests for your organization.

BIC Assignment Roster

View and Edit members' BIC, and Bilet Description.

View Reports

View Personal Information Reports on members of your organization. These reports include Awards, Aviation Information, BIR, BTR, Education, RED, ROS, PSMC, and Operational Cultural Information Report.

Training

View and update (revoke) Martial Arts Belt and Instructor Status.

Electronic Personnel Action Request (EPAR)

Create, View, Edit, and Approve Electronic Personnel Action Requests for your organization.

Enclosure (1)

Step 4 – Select “Detail List”

This function allows you to view member records, and select one or more members for processing.

UMSR Detail List - Microsoft Internet Explorer provided by NMCI

Address: https://nas.moi.usmc.mil/UMSR/DisplayDetailList.do

UMSR Home | Detail List | Summary View | Reports

SCHU (54008-H-SCHU)

In Progress Data

Select Scope | Filter | Publish | Printer Friendly | Excel Version

Rank	Name	Last 4	Sex	Unit	Category	Duty Status	Additional	Location	Start Date	End Date
CAPT	SCHUMACHER, JOSEPH E.	9306	M	54008-H-SCHU	On Hand	Present for Duty		Achieve desk		

Select All on Page | Clear all checkboxes | Set Default Columns as Default Settings | Clear Default Settings

DUTY STATUS

Step 5 – Select (check) all members names you are reporting on

Selecting the ‘Name’ link for a member will display the details page for that member.

UMSR

UMSR Home | Detail List | Summary View | Reports | Change Context

COMBAT LOGISTICS REGIMENT 2 (27150)

In Progress Data

Select Scope | Filter | Publish | Printer Friendly | Excel Version

Rank	Name	Last 4	Sex	Unit	Category	Duty Status	Additional	Location	Field 1	Field 2
<input type="checkbox"/>	CPL ADDIS, LACEY E.	6105	F	27150-S-45TK	On Hand	Present for Duty		LMCC		
<input type="checkbox"/>	LCPL ADDIS, MARCUS A.	8935	M	27150-S-45TK	On Hand	Present for Duty		MLG FWD		
<input type="checkbox"/>	1ST LT AGILA, ROY	8435	M	27150-S-45TK	TAD	TAD(31 days or more)		II MEFLA		
<input type="checkbox"/>	LCPL AGUILAR, ANITA S.	4457	F	27150-S-35TK	On Hand	Present for Duty				
<input type="checkbox"/>	PFC ALEXANDER JONES, THERESA A.	6492	F	27150-S-45TK	On Hand	Present for Duty				
<input type="checkbox"/>	SGT ANDERSON, ANDREW T.	4065	M	27150-S-8HQ	On Hand	Present for Duty				
<input type="checkbox"/>	SGT ANDERSON, MATTHEW S.	8409	M	27150-R-OHQ	On Hand	Field Duty				

Select All on Page

GO

DUTY STATUS | CHANGE UNIT | DROP MEMBER

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Step 6 – Select “Duty Status” on bottom right of the list of names. You can sort the Rank, Name, Unit, and Location fields by clicking on the appropriate column heading. Clicking the same heading twice will reverse the sort order of the list. You will be able to view the members within your scope as illustrated above.

Step 7 – Select Appropriate Duty Status

If you are an approver for the Duty Status change functionality, this function allows you to change the duty status of members in your unit that you select from the UMSR Detail List.

UMSR Home | Detail List | Summary View | Reports | Change Context

UMSR Duty Status Change

Rank	Name	Unit	Category	Duty Status
PFC	ALEXANDERJONES, THERESA A.	27150-S-49TK	On Hand	Present for Duty
CPL	ANDERSON, TRAVIS J.	27150-S-49TK	Medical	Medical(81Q)

Duty Status Information
☒ On Hand

☐ Present for Duty
☒ Field Duty
Start Date: End Date:
☐ Range

☐ Other
☐ Medical
☐ Legal
☐ TAD

Location:
Comments:

■ Location: Location is an optional free-form text box that shows the duty status location for a unit's members.
■ Duty Status Dates: Duty Status start and end dates are optional and give users ability to specify time frames for selected duty statuses.

- Under Duty Status Information, click to select the desired status.
- If desired, you can use the Location, Start Date, and End Date fields to better track the member's status. This information will be displayed on the UMSR Details page. You can type free-form text within the comments box. These comments will be saved in the member's detail page located on the UMSR Details page.

Step 8 - Click on 'Submit'. You will have submitted your request for a Duty Status Change and be prompted to confirm the transaction.

Step 9 - Click 'Confirm'. This completes the transaction and will return you to the **Detail List**.

Duty Status Change

PFC ALEXANDERJONES, THERESA A. duty status will be set to Field Duty
CPL ANDERSON, TRAVIS J. duty status will be set to Field Duty

Indirect actions for this request:
CPL ANDERSON, TRAVIS J. will be force dropped from 35010-A-ATEG-UWTC

Additional Information:
Here is Message 1
Here is Message 2

Step 10 – Select (click) all members names you are reporting on

UMSR

UMSR Home | Detail List | Summary View | Reports | Change Context

COMBAT LOGISTICS REGIMENT 2 (27150)

In Progress Data

Select Rows | Filter | Publish |

	Rank	Name	Unit	Sex	Category	Duty Status	Additional	Location	Field 1	Field 2
<input type="checkbox"/>	CPL	ADDIS, LACEY E.	6105	F	27150-S-49TK	On Hand	Present for Duty	LMCC		
<input type="checkbox"/>	LCPL	ADDIS, MARGUS A.	8935	M	27150-S-46TK	On Hand	Present for Duty	MLG FWD		
<input type="checkbox"/>	1ST LT	AGILA, ROY	8435	M	27150-S-48TK	TAD	TAD(31 days or more)	11 MEF IA		
<input type="checkbox"/>	LCPL	AGUILAR, ANITA S.	4457	F	27150-S-38TK	On Hand	Present for Duty			
<input type="checkbox"/>	PFC	ALEXANDERJONES, THERESA A.	6492	F	27150-S-49TK	On Hand	Present for Duty			
<input type="checkbox"/>	SGT	ANDERSON, ANDREW T.	4065	M	27150-S-5HQP	On Hand	Present for Duty			
<input type="checkbox"/>	SGT	ANDERSON, MATTHEW S.	6409	M	27150-R-OHQ5	On Hand	Field Duty			

Select All on Page

Page 1 of 21

Enclosure (1)

Step 11 – Select ‘Publish’

UMSR Detail List - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://fas.mcl.usmc.mil/UMSR/DisplayDetail.do>

UMSR Home | Detail List | Summary View | Reports

CAPT JOSEPH F. SCHUMACHER | MOL Home | Logout | Help

SCHU (54008-H-SCHU)

In Progress Data

Select Scope | Filter | Publish | Printer Friendly | Excel Version
Default Scope | Default Filter

Rank	Name	Last-I	Sex	Unit	Category	Duty Status	Additional	Location	Start Date	End Date
CAPT	SCHUMACHER, JOSEPH F.	9306	M	54008-H-SCHU	On Hand	Present for Duty		At his desk		

Select All on Page | Clear all checkboxes | Set Sorted Column as Default Sorting | Clear Default Sorting

2.1.1.09 Mar 5, 2010 13:29 09 Mar 2010 @ 13:29

Start | Inbox - Microsoft Out... | Search Results | UMSR Detail List - Mic... | Internet

Step 12 - Select the Unit that you would like to ‘Publish’

UMSR Unit Status Report - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://fas.mcl.usmc.mil/UMSR/UnitStatusReport.do>

UMSR Home | Detail List | Summary View | Reports

CAPT JOSEPH F. SCHUMACHER | MOL Home | Logout | Help

Organization (Last published date)

SCHU (09 Mar 2010 @ 13:29)

Select an organization from the tree at left to view additional options

Refresh Tree View

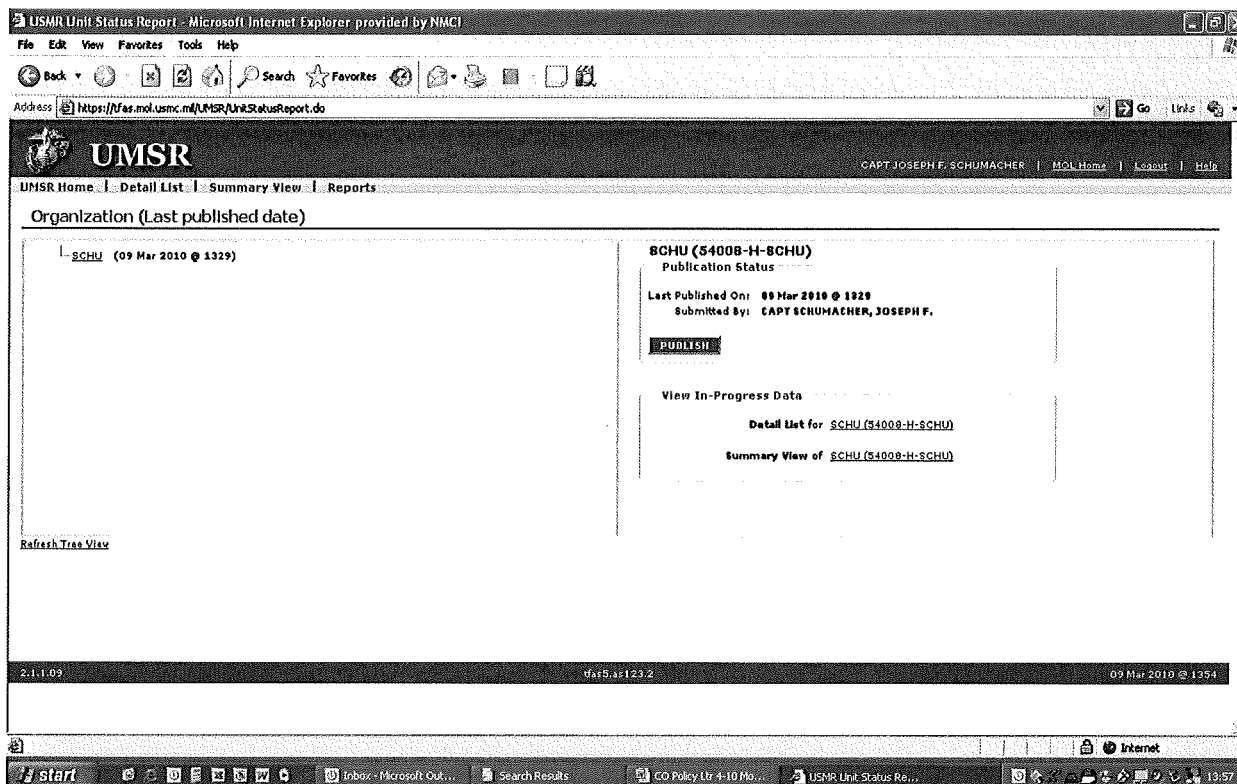
2.1.1.09 Mar 5, 2010 13:29 09 Mar 2010 @ 13:29

<https://fas.mcl.usmc.mil/UMSR/UnitStatusLink.do?action=rebuildTree>

Start | Inbox - Microsoft Out... | Search Results | UMSR Unit Status Re... | CO Policy Utr 4-10 Mo... | Internet

Enclosure (1)

Step 13 – Select ‘Publish’



Additional Information

UMSR Summary

The UMSR Summary Report provides a table that displays the total number of members, and the number of members assigned to each type of duty status. Duty Status categories can be the number of Marines assigned to each type of duty status. Duty Status categories can be expanded (+) or collapsed (-) to view or hide additional detail. The report header indicates the data source and the organization scope covered by the report. If the data source is ‘Published’ data, the header includes the date and time at which the data was published.

Select UMSR Summary View from the UMSR Management Routing Home page to access the Summary Counts as illustrated below:

UMSR Report Status

This function provides links to the Loss/Gain Activity Report, Join/Drop Discrepancy Report, Duplicate Join Report, Leave/PTAD/Special Liberty Discrepancy Report.

Selecting the '**Unit Report Status**' link on the UMSR Home page will take you to the Unit Selection Screen.